

**CONTRA COSTA COUNTY OPERATIONAL AREA**

**POLICY# 10**

<b>TOPIC: Personnel Accountability Report (PAR)</b>			
<b>Revision Date</b> <i>April 10, 2010</i>	<b><i>New</i></b>	<b>Approved By</b> <b>County Chiefs</b>	<b>Pages</b> <b>4</b>
<b>DISPOSITION: Operational Area Policy Manual</b>			

**INTRODUCTION:**

Maintaining an accurate accountability of personnel assigned to the emergency incident is a primary responsibility of the Incident Commander and an essential component for safe and effective emergency operations.

The Personnel Accountability Report (PAR) is a roll call procedure initiated by Command to confirm that all personnel assigned to an emergency incident are physically accounted for.

This document identifies a common method in which Contra Costa County fire agencies shall conduct a PAR. Use of the standardized format will minimize the time needed to conduct a PAR and will reduce the chance of miscommunication.

**POLICY:**

**A. PERSONNEL ACCOUNTABILITY**

1. The Incident Commander (IC) shall be responsible for the overall accountability of all personnel assigned to the incident.
2. The IC shall initiate personnel accountability at the beginning of the incident and maintain it throughout the duration of the operation.
3. The IC shall maintain an awareness of the location and function of all companies assigned to the incident.
4. Division and group supervisors shall directly supervise and account for all personnel operating within their division or group.

5. Company officers shall maintain an awareness of the location and condition of assigned company members.
6. The IC shall be responsible for the accountability of personnel who are working independent of a company, division, or group, such as an incident safety officer or a fire engineer working at the pump panel.

## **B. CONDUCTING A PAR**

1. The IC may initiate a PAR at anytime.
2. The PAR may include all units assigned to the incident or selected companies, divisions, or groups as determined by the IC.
3. The PAR should begin with a standby announcement on the assigned tactical channel(s) to notify company officers and division/group supervisors to account for all assigned personnel and provide a report when requested by Command.

*“All personnel from Main Street IC, standby for a PAR”.*

*“Division Charlie, Main Street IC, standby for a PAR”.*

4. After making a standby announcement, the IC should wait a reasonable amount of time to allow company officers and division/group supervisors to account for assigned personnel.
5. The number of units assigned to an incident, span of control, and the geographic area of the incident will determine how long the IC should wait to query leaders after making the announcement. Typically a roll call will begin within one minute.
6. After a reasonable period of time has elapsed, the IC will conduct the PAR by requesting company officers, and division/group supervisors to “provide a PAR”. The IC may also make the request to individuals operating outside of a company, division, or group.

*“Engine 8, Main Street IC, provide a PAR”.*

*“Division Bravo, Main Street IC, provide a PAR”.*

*“Engineer 66, Main Street IC, provide a PAR”.*

7. In the event of a fireground emergency, an “Emergency Traffic” announcement should precede the standby announcement. In this situation, the IC may choose to expedite the PAR by starting it immediately after the standby announcement.

### **C. RESPONDING TO A PAR REQUEST**

1. The PAR shall be conducted face-to-face within the company, division, or group whenever possible to minimize radio traffic.
2. When an individual company is queried for a PAR, the company officer shall respond by stating the number of personnel accounted for, followed by the company's current assignment and location.

*"Engine 1 has a PAR of three, assigned fire attack on the second floor".*

*"Engine 5 has a PAR of three, assigned primary search in Division 2".*

3. If the crew is split, the company officer shall identify the number of crewmembers that are accounted for, current assignment and location, followed by the status of the crewmembers not present.

*"Engine 45 has a PAR of two, assigned fire attack in Division 1. Engineer 45 is outside at the pump panel".*

*"Engine 31 has a PAR of two, assigned to primary search in Division 3. Firefighter Engine 31 temporarily assigned to Truck 31".*

4. Division and group supervisors providing a PAR should report the specific companies and the number of personnel from each unit working in the division or group.

*"Division Charlie has a PAR of three for Engine 70, Engine 73, and Truck 68, and a PAR of two for Engine 69. Engineer 69 is at the pump panel".*

*"Ventilation Group has a PAR of three for Quint 12 and Quint 76".*

5. When a company officer is functioning in the role of a division or group supervisor, s/he shall be counted separately from the remaining company members.

*"Division 2 has a PAR of three for Engine 93 and Quint 83, and a PAR of two for Engine 81. Captain 81 is Division 2".*

6. If a company, division, or group supervisor needs additional time to account for all personnel when queried for a PAR, they should respond with, "PAR in progress" to indicate additional time is needed.

*"IC, Division 3, PAR in progress".*

This will allow Command to continue the PAR and conclude with any companies, divisions, or groups that requested additional time.

#### **D. PAR BENCHMARKS**

The IC should attempt to conduct a PAR at 20-minute intervals. Timing and frequency may depend on the situation and needs of the incident. In addition, a PAR shall be conducted when or if the following events occur:

- Any sudden hazardous event (flashover, backdraft, structural collapse).
- Report of missing firefighter(s).
- Following an order to abandon or withdraw (Operational Retreat).
- A change from offensive to defensive operation.
- At the time the IC reports the fire or situation under control.

#### **E. DOCUMENTING THE PAR**

1. The IC shall report the results of the PAR to the Communications Center.

*“Con Fire, Main Street IC has a PAR on all assigned personnel”.*

2. Communications Center personnel shall document the results of the PAR as part of the incident comments.